

Retaking the End of Course Exam

If a student does not pass the End of Course Exam with 85% proficiency, the student may take the exam a second time. This option is only available for the Waiver Credit Earned in Grades Prior to Nine.

- **State-Created End of Course Exam**

Step 1. Notify the Department of Education, Office of Curriculum, Technology and Assessment

- Student's Name
- Date of Exam
- Contact Person

Step 2. Sign Security Agreement if applicable and send to SDDOE

Step 3. SDDOE will provide the Test ID to the Contact Person

Step 4. Follow the instructions for administering the State-Created End of Course Exam Online or Paper/Pencil

Step 5. Send the End of Course Reporting Form (Appendix H) to the SD Department of Education, Office of Curriculum, Technology and Assessment

- **District-Created End of Course Exam**

Step 1. Notify the Department of Education, Office of Curriculum, Technology and Assessment

- Student's Name
- Date of Exam
- Contact Person

Step 2. Sign Security Agreement if applicable and send to SDDOE

Step 3. Administer the District-Created Exam following the instructions beginning on page 58.

Step 4. Report Results using the End of Course Reporting Form (Appendix H)